

Using the Library

...when you are off-campus



Harcourt Hill is the main Education and Early Childhood library for Oxford Brookes University. Even if you come to Harcourt Hill only occasionally – or never! you can still use lots of the Library's services. You can also contact Library staff for help by email, phone, live help or on Facebook and Twitter.

Where to start :

The Library Web site – go to www.brookes.ac.uk/library

Help for Education and Early Childhood students :

Choose **Education** or **Early Childhood** from the **Subject Help** box on the Library home page. Our page explains how to use all our online services and how to contact us. Or go directly to <https://www.brookes.ac.uk/library/subject-help/education-and-early-years---early-childhood-studies/>

Finding our resources :

Our books, e-books, journals, articles and reading lists for Education and Early Childhood, both physical and online resources, can be found through **LibrarySearch** on the Library home page. Just choose the tab for the thing you want (*Books & E-books*, *Journal titles*, *Find a database*, or *Reading Lists*) or use the default *LibrarySearch* tab to search across books and journals.

Logging in :

To get to any of our e-resources, you'll need to log in with your Brookes student number and password when prompted.

Coming to the Library :

During semesters, we're open in the evenings and at weekends as well as Monday – Friday. Detailed opening hours are on the Library Web site at <https://www.brookes.ac.uk/library/site-libraries/harcourt-hill-library/>

Borrowing books :

Most of our books are one-week loan, but they will be automatically renewed for you **unless** they are Held (reserved) by someone else (you need to check your **Brookes email** regularly for messages about books you need to return, or check on LibrarySearch in *My Account* at <https://oxfordbrookes.on.worldcat.org/myaccount>). You can also Hold (reserve) books through LibrarySearch (use the green *Place Hold* button next to the book you want) to collect when you come in, or to be sent to Harcourt Hill for you from one of the other Brookes libraries.

WWW.BROOKES.AC.UK/LIBRARY

If you live nearer to our Headington or Wheatley sites, you can get books sent to those libraries from Harcourt Hill (again, use the *Place Hold* button on LibrarySearch), and/or return Harcourt Hill books at those sites. Our print journals can't be borrowed, but there are photocopier/printers in the Library and you can use your Brookes Print Anywhere account if you want to photocopy a journal article.

Items not in the Library :

If you need a book or a journal article which the Library doesn't have, we can get it from another library for you via Interlibrary Loan. This costs £3.00. More details and a request form on our Web site :

<https://www.brookes.ac.uk/library/library-services/borrowing/interlibrary-loans-service/>

- we can post journal article photocopies out to you or in some cases deliver them by email, but if you order a book you will have to come in to the Library to collect it.

Using Other Libraries :

If you live nearer to another university than you do to Brookes, you may be interested in the SCONUL Access scheme. Libraries which are members of this scheme will allow part-time, distance learning and postgraduate students to borrow from them. To apply online and check which libraries you could use, go to SCONUL's Web site:

<https://www.sconul.ac.uk/sconul-access>

Take an online tour!

You can take a virtual tour of Harcourt Hill Library : bit.ly/hhlibvtour

Contacting Us

Harcourt Hill Library, Oxford Brookes University, Harcourt Hill, Oxford OX2 9AT

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| Renewing books : | Online via LibrarySearch, or tel: 01865 488222 (Library opening hours) |
| General enquiries : | Tel: 01865 488222 or email hplibenquiries@brookes.ac.uk |
| Facebook : | Check our Facebook page at https://www.facebook.com/harcourtlibrary |
| Twitter : | Tweet to @brookeseduclibs |
| Library Help : | Use the chat speech-bubble on the Library home page when it's live (pink) |

Education Librarians

For help finding information or resources, accessing our electronic library, using services from off-campus, or research help :

Your Education Librarians, **Hazel Rothera** and **Charlotte Olehnovics**, are available to help you. First check the guides, tutorials and information on the Library's Education Web page:

<https://www.brookes.ac.uk/library/subject-help/education-and-early-years---early-childhood-studies/>

Then if you still need to contact us (all these details also available on the Education Web page):

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| Phone : | 01865 488220 daytime Monday - Thursday |
| Email : | educationlibrarians@brookes.ac.uk |
| Facebook : | post a question at https://www.facebook.com/harcourtlibrary |
| Twitter : | Tweet to @brookeseduclibs |